



Customs warehouse licence – application to relocate or change your warehouse

When to use this application

Use this application if you currently deal with us regarding your warehouse licence and you wish to relocate or change the bonded area of your warehouse.

Don't use this form to advise of a change of ownership. You must complete a new *Customs warehouse licence application* (NAT 73456).

! When we say 'you', we mean the person or entity applying to vary the licence.

If you are dealing in imported goods of any kind, including excise equivalent goods (EEGs), and are in the duty-free, providore or flight catering bond industries, you need to contact the Australian Border Force regarding your application. Do not complete this application.

> For information about storing EEGs, visit our website at ato.gov.au/EEGLicences

Completing your application

- You must provide the additional information described in the instructions below when you lodge this application.
- Answer all questions.
- Print clearly in BLOCK LETTERS using a black or blue pen.
- Place **X** in all applicable boxes.

! If you need help to complete your application, phone us on **1300 137 290**.

Section A: Applicant details

1 Existing Warehouse Details

Existing licence number

Establishment code

2 Who is the applicant?

Name appearing on licence

Trading name (if applicable)

Australian business number (ABN)

! While it is not compulsory to provide your ABN, it will help us process your application promptly.

Establishment (warehouse) name

Physical site address of the existing warehouse

Suburb/town

State/territory

Postcode

2 Who is the applicant? *continued*

Street address of your head office

Suburb/town

State/territory

Postcode

Postal address for correspondence

Suburb/town

State/territory

Postcode

Section B: Authorised contact details

3 Authorised contact for this application

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

Position held

Business phone

Mobile

Business email address

Postal address for correspondence

Suburb/town

State/territory

Postcode

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given name

Position held

Business phone

Mobile

Business email address

Postal address for correspondence

Suburb/town

State/territory

Postcode

Section C: Warehouse variation details

4 Are you seeking to relocate to a new warehouse?

No Go to question 6

Yes Go to question 5

5 Moving to new premises

Address of the new warehouse

Suburb/town

State/territory

Postcode

Is there any asbestos in the warehouse? No Yes

Do you own the premises? No Yes

Do you lease the premises? No Yes

Will there be any changes to your record keeping system or procedures? No Yes

Will there be any changes to your plant and equipment? No Yes

Will there be any change to your insurance, related to goods stored? No Yes

Provide details of both of the following on a separate piece of paper and attach it to your application:

- Describe and provide photos of the physical structure of the warehouse.
- Describe and provide photos of the physical security of the proposed new warehouse.

Go to section D

6 Changing your existing warehouse

Will there be any physical changes in your existing warehouse? No Yes

Is there any asbestos in the amended bonded area? No Yes

Has there been any change to the physical security of the warehouse? No Yes

Has there been any change to the ownership or lease of the existing warehouse? No Yes

Will there be any changes to your record keeping system or procedures? No Yes

Have there been any changes to your plant and equipment? No Yes

Has there been any change to your insurance, related to goods stored? No Yes

Provide details on a separate piece of paper and attach it to your application, including photos where appropriate.

Section D: Description and value of goods

7 Has the quantity of goods to be stored changed?

No Go to section E

Yes Go to question 8

8 What are the estimated duty and GST liabilities for the goods that will be stored in the warehouse at any one time?

\$.00

9 What are the estimated annual duty and GST liabilities for the goods that would move through the warehouse in a typical year?

\$.00

 We may ask you to provide additional information once we have received your application.

Section E: Site plan

10 Detailed plans

Provide two certified copies of the new or altered warehouse site plan (no larger than A4 size) showing all of the following details:

- the area to be licensed must be shaded
- the location of access points including doors, windows, roller doors, vehicular access, lifts and staircases
- the location of security system movement sensors, cameras and reed switches
- the location where activities will occur within the building but not necessarily within the licensed area – for example, packing and distribution, retail stock storage, office space and amenities
- the location of storage tanks, if required
- the location of the building in relation to surrounding streets and adjoining buildings.

Both copies must have the following endorsement on the copies of the plan and must be signed by an authorised official of the applicant:

Endorsement example text

I hereby certify that this is a correct plan of the premises at (insert **street address**) operated by (insert **name of applicant**) and referred to in the application to change or relocate warehouse dated (insert **application date**).

I also certify that the areas shaded are the areas of the proposed licensed warehouse.

Name _____

Signature _____

Position held _____

Date _____

 You must notify us if you have any of the following changes:

- changes in management and control of the warehouse
- change to the authorised contacts who deal with operational matters of the warehouse
- change to the after hours contact for the warehouse
- change in the type of goods stored in the warehouse
- permission to store duty paid goods in the warehouse
- permission to undertake excise manufacture or repackaging of goods stored.

Section F: Declaration

Privacy

Tax law authorises us to collect information and disclose it to other government agencies. This includes personal information of the person authorised to sign the declaration. For information about your privacy, go to ato.gov.au/privacy

I declare that the information provided in this form is true and correct.

Name

Position held

Business email address

Sign and date below if you are sending by mail

Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Lodging your application

Keep a copy of your completed application form for your records and lodge the original including all attachments via:

- [Online services for business](#) or [Online services for agents](#)
- mail to

Australian Taxation Office
PO Box 3514
ALBURY NSW 2640